Payroll Checklist

The Payroll Department that enters employee data into PeopleSoft and the State Controller’s Office, creating job and pay records.

Preparing for Appointment

- **Copy of Appointment Letter**
  Payroll receives a copy of the Appointment Letter from the VP’s office.

- **Create Job Record**
  Payroll creates a job record in PeopleSoft when the Appointment Document and all necessary sign-up documents are received.

Welcome and Orientation

- **New Employee Orientation**
  Payroll shares pertinent information during Employee Orientation.